

CMS SECTION 508 LIFECYCLE JOURNEY MAP

PLANNING

1. **Identify Need**
Determine if your requirement is ICT covered under Section 508.
2. **Establish Procurement Team**
3. **Develop Procurement Plan**
4. **Conduct Market Research**
5. **Determine Specification**
Define Accessibility Criteria
6. **Prepare Solicitation**

PROCUREMENT

10. **Make Vendor Selection**
11. **Conduct Negotiations**
12. **Issue Notice of Award**
13. **Execute Contract**

GO LIVE

SOLICITATION

7. **Post Solicitation**
8. **Receive & Review Responses**
Engage Section 508 Clearance Officer for VPAT/ACR review.
9. **Evaluate Responses**
Review VPAT submissions for Section 508 compliance.
Update Procurement Team on findings.

TESTING

14. **Request VPAT from Vendor**
15. **Prepare Test Plan**
16. **Engage with GRB/TRB**
Schedule Section 508 as a Consult. If there are no issues, send for testing. If there are issues, address them and return to Step 14.
17. **Submit Test Plan & ACR to Section 508 Testing Team**
18. **Submit Testing Request to CMS IT Service Desk**
19. **Schedule & Conduct Testing**
20. **Review Test Summary Report**
21. **Report Findings**
If there are no issues, notify the Procurement Team. If there are issues, review and address them and return to Step 14.